



INTERVIEW TIPS

Preparing for the Interview

- Use the internet to research companies you are interested in. When searching for a job, you want to get into the door and have the Human Resource person meet you and learn about you. Well, it is equally important for you to know about the company. Learn everything you can about the company so that what they are and what they do is familiar to you in advance.
- Prepare a list of questions that you can ask about the company and the position.
- Anticipate questions that the interviewer will ask you.
- Practice – practice- practice.
- Prepare in advance a copy of your résumé and your portfolio to take to the interview.
- Make copies of any letters of reference you may have.
- Take a copy of your reference list.
- Try to arrange to be the first or the last of a series. Employers will remember you better.
- Prepare your clothes the evening before – dress appropriately in comfortable clothing (avoid wearing brand new clothes or footwear).
- Be clean, neat and avoid perfumed toiletries.
- Find out how to get to the company and determine how long it will take. The add 10 minutes to that estimate.

Interview DOs

- Go to the interview alone.
- Be on time.
- Give a strong, firm handshake.

Interview Dos (contd)

- Maintain eye contact throughout the entire interview.
- Make an excellent first impression –people often make lasting judgments within the first few minutes.
- Be enthusiastic, interested and honest.

Interview DON'Ts

- Don't give one word answers. Elaborate.
- Don't interrupt the interviewer.
- Don't complain about former jobs or criticize former employers.
- Don't discuss your personal difficulties.
- Don't make salary the most important issue.
- Don't become emotional.

During the Interview

- Be aware that the interviewer will look at your non-verbal and verbal behavior, personal attributes and abilities.
- Listen carefully to the questions.
- Think before answering.
- Answer clearly and fully.
- Stress your qualifications.
- Remember the 6 P's – be professional, poised, pleasant, polite, positive and prepared.
- Thank the interviewer for his/her time and interest.
- Shake hands.

After the Interview

- Make notes so that you can remember the details.
- Reflect upon the interview. Make note of questions you could have answered better. (see interview self-evaluation form)
- Send a thank-you note or email.
- If you have not been contacted after several days, follow up the interview with a telephone call. Remind the interviewer of who you are, what position you applied for, and ask if a decision has been made.
- If you do not get the job, thank the interviewer and mention that you hope he/she will keep you in mind for any future openings.
- You can always ask for the reason why you have been rejected. Explain to the interviewer that you would appreciate knowing as this is a POSITIVE tool for you. You can learn in which area you need improvement and know how the interviewer assessed you and your abilities.